



PERFORMANCE • FULFILLMENT • RESULTS

TIME MANAGEMENT: MANAGING PRIORITIES IN A DYNAMIC ENVIRONMENT

Time is a scarce commodity, representing a tremendous challenge for most employees, leaders, managers and project leaders. Yet the problem is not how to manage *time*, but rather a subtler problem of juggling priorities and self-management along with following a more structured process. Employees must be able to make the most of their own time and help others better manage their time by managing priorities.

TM: Managing Priorities in a Dynamic Environment focuses on both the tools of time management as well as the self-management required to overcome some of the common barriers to effective time management, such as reacting to constant time demands and shifting priorities rather than proactively managing them. Participants learn how to apply a time management process: Plan, Prioritize, and Protect.

PROGRAM OUTCOMES

TM: Managing Priorities in a Dynamic Environment ensures that an organization’s employees, leaders, managers and project leaders can better manage themselves and their time, as well as able to help employees learn to make the most of their time.

APPROACH

TM: Managing Priorities in a Dynamic Environment is delivered as a 3-hour interactive virtual or face to face Instructor Lead module. The program can be facilitated by Wilson Learning or a leader-trained in-house certified facilitator. This enables:

- Peer-to-peer virtual, real-time interaction among the participants and the facilitator
- True-to-life skills practice with immediate in-person feedback
- The opportunity for real-time commitment to action

Managing Priorities in a Dynamic Environment is not linked to a particular planner or tool, but provides insight that applies to whatever system may already be in use.

<i>Key Learnings Are ...</i>	<i>Participants Will ...</i>
Process of managing one’s time and priorities	Be able to manage shifting priorities, staying focused on what is most critical.
Protection of time	Be able to manage time proactively, rather than crisis “fire fighting.”
Working through procrastination	Be able to break down tasks into manageable “chunks” that are easy to plan and accomplish.
Developing and growing the effective usage of tools	Be able to utilize the automated tools available within systems like Outlook, learning from shared best practices.

ENABLING IMPROVED PERFORMANCE

TM: Managing Priorities in a Dynamic Environment features various performance application, reinforcement, and support tools. These tools help ensure that leaders can develop skills during the workshop, then fine-tune and apply their newly acquired skills and behaviors back in the organization. Involving managers and training them to coach is also important for successful implementation.

MEASUREMENT AND EVALUATION

Organizations that implement *TM: Managing Priorities in a Dynamic Environment* have access to a broad range of tools to measure initial behavioral changes and business results. One approach may be a web-based survey of participants to identify the degree of change and the differences this change makes. More involved and thorough research options are also available.